

# **Long Beach Airport Badging Office Bulletin**

Bulletin# 02 - 22 March 17, 2022

To: Signatories

## **New ID Media Application 2021**

#### **PURPOSE**

To inform the LGB Airport partners that the Long Beach Airport is rolling out an exciting new program called Booking that allows you and your affiliates to schedule your own SIDA and Signatory training appointments online!

## **BACKGROUND**

### Why is this exciting?

- Booking shows you which days are available for training
- Both the attendant and the badging office receive instant confirmation of the appointment
- A reminder email is automatically sent out to attendees a day before SIDA or Signatory training
- The Virtual link for Signatory training is sent out automatically in the confirmation email

## What if I prefer calling to make the appointment?

The Badging Office can make the appointment on your behalf via Bookings if you call to make the
appointment. Please make sure you have the legal name of the attendee and an email address that the
confirmation email can be sent to.

#### How do I schedule my affiliates or myself online?

- Go to our Booking website at <a href="https://outlook.office365.com/owa/calendar/BadgingOfficeSchedule@longbeach.onmicrosoft.com/bookings/">https://outlook.office365.com/owa/calendar/BadgingOfficeSchedule@longbeach.onmicrosoft.com/bookings/</a>
  - The link can be found on our LGB Badging webpage!
- Choose the type of training appointment you would like: SIDA In-Person, or Virtual Signatory
- Choose your appointment date
  - o Available dates will be in bold
- Choose your appointment time
  - Available times will pop up to the right of the calendar once you choose a date
- Provide the attendees' name and email
  - An email address is required!
- Click book and finalize!



**LGB Badging Office** 

Step 1: Choose a service

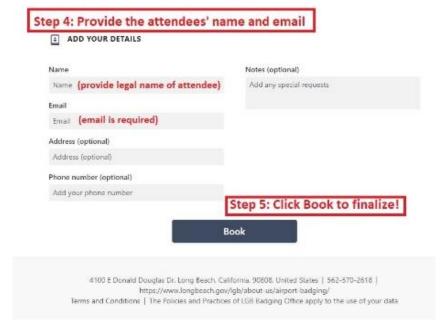
SELECT A SERVICE











## Please remember while booking an appointment:

- Only book an appointment if the individual has cleared through the initial application process. Anyone
  who has not been cleared by the Badging Office via a clearance notification email will not be allowed to
  attend training classes.
- SIDA applications are valid up to 30 days after clearance notifications are sent regarding the individual
  applicant. Any applicant who books an appointment beyond that 30 days will not be accepted into class
  and must restart their application process.

We hope this new way to book SIDA and Signatory training will make things easier for our community and are excited to present diverse booking option for trainings.

## **POINT OF CONTACT**

If you have any questions regarding this bulletin, please contact the Badging and Access Control Office via e-mail at LGBbadging@longbeach.gov or phone or 562-570-2618.

Badging and Access Control Office